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CH2M HILL Hanford Group, Inc.	Manual	HNF-IP-0842
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1.0 PURPOSE AND SCOPE

This procedure establishes the requirements and responsibilities for a transportation safety program to ensure the safe operation of government motor vehicles, private vehicles, or bicycles on the Hanford Site, or on official business off-site. It also ensures compliance with DOE and OSHA requirements and complies with the motor vehicle laws of the State of Washington. The requirements in this procedure apply to all CH2M HILL Hanford Group (CH2M HILL) employees and its subcontractors.

This procedure applies to the operation of all government vehicles, including bicycles, mechanized equipment (bulldozers, scrapers, etc.), private vehicles on official business, traffic control through construction activities, and the operation of railroad systems and vehicles. This standard is based primarily on the requirements from 29 CFR 1926, Subpart O and Subpart W, and 49 CFR 211-240.

2.0 SOURCES

1. 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances." (S/RID)
1910.1201, "Retention of DOT markings, placards and labels."
2. 29 CFR 1926, "Subpart O, Motor Vehicles, Mechanized Equipment, and Marine Operations." (S/RID)
1926.600, "Equipment."
1926.601, "Motor vehicles."
1926.602, "Material handling equipment."
1926.603, "Pile driving equipment."
1926.604, "Site clearing."
3. 29 CFR 1926, "Subpart W, Rollover Protective Structures; Overhead Protection." (S/RID)
1926.1000, "Rollover protective structures (ROPS) for material handling equipment."
1926.1001, "Minimum performance criteria for rollover protective structures for designated scrapers, loaders, dozers, graders, and crawler tractors."
1926.1002, "Protective frames (roll-over protective structures, known as ROPS) for wheel-type agricultural and industrial tractors used in construction."
1926.1003, "Overhead protection for operators of agricultural and industrial tractors."
4. 49 CFR, "Transportation," Chapter II, Federal Railroad Administration, Department Of Transportation, Parts 211-240.

3.0 IMPLEMENTATION

This procedure is effective on the date shown above.

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4.0 RESPONSIBILITIES (2.1, 2.2, 2.3)

The requirements below are mandatory. Guidance, which may be given after the requirements, is not mandatory.

4.1 Operating Vehicles

Managers/Supervisors:

Ensure that building trades professional drivers receive the required physical exams (pre-employment and DOT, every two years).

Vehicle Operators:

1. Comply with Washington State motor vehicle laws and follow established and accepted safe practices.
2. Have a valid state drivers' licenses in their possession.

Exception: Employees wearing anti-contamination clothing and Hanford Fire Department personnel on emergency response are not required to carry their drivers' licenses.

3. Notify their immediate supervisor upon suspension or revocation of their state drivers' licenses.
4. If driving special purpose government vehicles or shipping and handling hazardous waste, obtain proper training and certification.

NOTE: A state commercial driver's license with proper endorsements for the class of vehicle driven is acceptable proof of training.

5. Give pedestrians the right-of-way.
6. While operating a vehicle, do not wear any device which restricts or impairs hearing or vision (radio headphones or eyeglass side shields made of opaque material).
7. Do not load any government vehicle so that your view is obstructed or the operating safety of the vehicle is compromised. Do not operate vehicles with materials on the dashboard.
8. Ensure that all vehicle loads are secure and that vehicles are not loaded beyond their rated capacity.
 - a. Inspect load securing material (straps, chains, and binders) before use on each load to ensure that they are in a safe condition and are rated for the size of the load.
 - b. Tag out of service and properly dispose of damaged or defective load securing materials.

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9. Fit vehicles with obstructed views to the rear with side view mirrors.
10. Ensure that all earthmoving and compacting equipment with an obstructed view to the rear is equipped with a reverse signal alarm distinguishable from the surrounding noise level, or that a signal person directs the reverse motion.
11. Use a signal person whenever such equipment is used in tight quarters or in areas that are congested with personnel, material, or equipment, regardless of whether an alarm is provided.
12. Do not leave any government vehicle unattended until the engine is shut off, the parking brake securely set, and the gear selector placed in the "park" position (on automatic transmissions) or the lowest gear position (on manual transmissions). When a vehicle is not in use, remove the keys and lock the vehicle.
13. Do not permit any person to ride on equipment that is not specifically designed for carrying passengers. Do not carry people in the back of a pickup truck.

NOTE: If there is a declared emergency then you may transport others for a short distance (usually in a single plant area) in pickup truck beds. If this happens then all passengers are to be kept seated on the truck bed floor at all times; secure the tailgate in the "up" position; drive 20 mph or slower; and make sure passengers are protected from tools and cargo.
14. Operate the vehicle in accordance with existing weather conditions.
15. Remove ice, snow, mud, and dirt from all windows, headlights, and tail lights of motor vehicles before driving.
16. Use electric or gas powered Cushman-type motor carts only within the confines of an area (100 N Area, 300 Area) on roads where speed limits are 35 mph or below.
17. Refuse to move the vehicle unless all passengers are wearing their seat belts.

4.2 Inspecting Vehicles

Vehicle Operators:

1. Conduct a walk-around inspection before operating a motor vehicle to check for the following:
 - Obstructions (posts, fire hydrants, holes)
 - Top and side clearances
 - Body and glass damage
 - Tire inflation.
2. Inspect and test the essential controls and safety equipment before use and report any unsatisfactory conditions or deficiencies to the equipment administrator.

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3. Do not drive a government vehicle if you believe the vehicle is unsafe to drive.

Equipment Administrator: Ensure that all government motor vehicles are maintained, serviced, and inspected, as required.

4.3 Operating Off-Road Light Vehicles

Operators:

1. Do not drive vehicles off-road anywhere on the Hanford Site unless required by job assignment.

Guidance: Off-road means off hard paved, hard surfaced, or unimproved roads.

2. Ensure that any vehicle used for off-road driving has radio transmitter/receiver (or cellular telephone), fire extinguisher, and shovel.
3. Minimize any adverse impacts to the environment.
4. Do not park vehicles equipped with catalytic converters over dry grass, brush, etc.

Guidance: Check periodically for lodged grass or brush underneath the vehicle and near the exhaust system and remove it.

5. Immediately notify the Hanford Fire Department if a grass fire occurs (even when the fire has been extinguished) so that they can check for possible rekindling.

4.4 Operating Lift Gates

Operators:

1. When hydraulic tailgates are used, make sure that all obstacles and working spaces are clear.
2. Check load capacity of lift; do not overload.
3. Before each daily use, inspect the gate assembly and attaching points for broken welds, bent rods, or any abnormalities that may otherwise create an unsafe operation.
4. Check for possible pinch points before starting the unit.
5. Develop a job-specific job hazard analysis for any operation requiring employees to ride on a lift gate.

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4.5 Controlling Traffic Through Construction Activities

Project or Operations manager: During construction or maintenance that will detour, restrict, or otherwise affect access to facilities or traffic on Hanford Site roads, observe the following requirements.

1. At least two weeks before the start of an operation:
 - Notify affected site personnel
 - Prepare a written plan for approval by the site traffic engineer
 - Ensure flagging personnel are trained.
 - Specify and ensure proper and effective location of temporary traffic control signs, devices, signals, and barricades in accordance with:
 - 29 CFR 1926, Subpart G, Signs, Signals, and Barricades (OSHA)
 - Manual on Uniform Traffic Control Devices for Streets and Highways, U.S. Department of Transportation, Federal Highway Administration
2. Remove or cover any existing control devices that drivers should not obey while construction or maintenance activities are being performed.
3. When the construction or maintenance is complete, and before a roadway or area is restored to unrestricted use:
 - Uncover or restore all regular traffic control signs and devices
 - Cover or remove all temporary traffic control signs and devices.
4. When construction activities are adjacent to the roadway, ensure that warning signs are erected facing in both directions.
5. Ensure that all signs intended for hazard warning during hours of darkness are reflectorized or illuminated.
6. Ensure flagging personnel are trained (possess a valid certification) and equipped to direct or redirect traffic before they are assigned as a flagger.

Flaggers: Wear an orange warning garment (vest) and a yellow (or other equally visible color) protective helmet.

4.6 Operating Oversized/Overweight Loads

Managers/Supervisors:

Obtain “Oversized/Overweight” load permits as prescribed by Hanford Site Operations.

4.7 Operating Mechanized Equipment

Qualified Operators:

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1. Operate and maintain mechanized equipment in accordance with the 29 CFR 1926, Subpart O, "Motor Vehicles, Mechanized Equipment, and Marine Operations" (OSHA).
2. Operate only the mechanized equipment you are qualified for as authorized by supervision.
3. Inspect all mechanized equipment daily prior to use. Correct any unsafe condition noted during this inspection before using the equipment.
4. Handle loads being lifted or transported by mechanized equipment in a manner that ensures stability and prevents loss of the load during transit.
5. Ensure that equipment left unattended at night adjacent to traveled roadways has appropriate lights or reflectors, or place barricades equipped with appropriate lights or reflectors, to identify the location of that equipment.
6. When operating or transporting equipment, maintain a safe working distance from power lines or energized transmitters. A safe distance is 20 feet or more unless the line voltage has been confirmed with the Hanford plant utilities department. When operations are conducted at a distance of 10 ft or less, notify the Hanford plant utilities department and request a qualified utilities department representative.
7. Where traffic is diverted onto dusty surfaces, suppress the dust with water or other approved means.
8. Do not mount or dismount equipment while it is in motion.
9. Wear seat belts provided on all equipment. Do not allow riders on equipment or any part of the load unless the equipment is designed for more than one person or a seat with a seat belt is provided and used.

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10. Whenever equipment is parked, set the parking brake. When equipment is parked on inclines, chock the wheels and set the parking brake.
11. Do not operate tracked units, bulldozers, on paved roads except for approved crossings.

Managers/Supervisors:

1. Ensure that all cab glass is safety glass or equivalent that introduces no visible distortion affecting the safe operation of any machine. Plexiglas is not an acceptable substitute for safety glass.
2. Ensure that mechanized equipment is provided with roll over protective structures.

Exception: Roll-over protective structures are not required for off-highway trucks, compactors, or skid-steer equipment.
3. Ensure that seatbelts are provided and worn on all equipment, except for equipment designed only for standup operation.
4. Ensure that all equipment has a braking system capable of stopping and holding the equipment fully loaded.
5. Stop, secure, and substantially block or crib the equipment being repaired to prevent falling or shifting before allowing employees to work under or between equipment.
6. Ensure that equipment operated in flammable atmospheres or enclosed spaces is designed for use in that type of environment.
7. Ensure that pneumatic-tired earthmoving haulage equipment, with a maximum speed exceeding 15 miles per hour, is equipped with fenders on all wheels.

4.8 Maintaining Equipment

Managers/Supervisors:

1. Substantially block or crib heavy machinery, equipment, or their parts, which are suspended or held aloft by the use of slings, hoists, or jacks to prevent falling or shifting before allowing employees to work under or between them.
2. Either fully lower or block bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment when they are being repaired or when not in use.
3. Ensure that all controls are placed in a neutral position with the motor stopped and brakes set unless the work being performed requires otherwise.

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4.9 Railroad Safety

Managers/Supervisors:

1. Ensure that designs for railroad facilities comply with criteria established by the "American Railway Engineering Association Manual for Railway Engineering."
2. Prepare operating manuals or procedures for training, qualification, use, maintenance, and operation of equipment by personnel assigned to railroad operations and track maintenance. The requirements contained in 49 CFR 211-240 are the basis for these manuals/procedures.
3. Ensure the manuals/procedures contain instructions, information, and descriptions of railroad equipment and facilities in such a manner and in sufficient detail to enable the operating and maintenance personnel to perform their duties and responsibilities with a high degree of quality and safety during routine and emergency operations.
4. Maintain written records on track inspections, track repairs, and track classifications with maximum allowable operating speed limits.
5. Obtain written approval from track maintenance and rail operations management prior to commencing any work activity within the railroad right-of-way designated as 25 ft. horizontal clearance measured outward from the railroad track center line, and 27 ft. vertical height clearance measured from the top of the rail.
6. Designate qualified people to supervise maintenance, restoration, renewal of track and to inspect track, locomotives, and railcars for defects.

4.10 Bicycle Safety

Users:

1. Wear approved bicycle helmets while using bicycles for conducting their job.
2. Operate bicycles on hard surfaced roadways within the fenced area boundaries.
3. Ride bicycles with the flow of traffic.

4.11 Accidents

See Volume 9, Section 2.1, "Responding to Occupational Injuries, Illnesses, and Accidents" for the vehicle accident reporting process.